

## **Task Code 006-040: PROCEDURES FOR THE REVIEW FOR CEQA EXEMPTION**

### **PURPOSE**

To determine if a proposed discretionary project qualifies for a CEQA Exemption per the requirements of Article 18 and 19 of CEQA Guidelines (Sections 15260 through 15332). Ensure that project complies with all applicable County Environmental Ordinances, Policies and Plans. Provide a record of the determination of whether a project qualifies for a CEQA Exemption.

### **OUTLINE OF PRIMARY STEPS**

**Completed by Project Manager**

#### **Task 006 – Review for Exemption**

- Preliminary Case Review (Determine Appropriate Review Assignment)
- Verify appropriateness of environmental review task: verify that an exemption, not reliance on a previous environmental document or a full AEIS review is the appropriate CEQA review to complete.
- Review cases with special considerations for CEQA Exemptions: Cellular Facility, Minor Grading Permit for one-single family residence and/or accessory structures, Agriculturally Related Administrative Brushing and Clearing Permit, Agriculturally Related Grading Permit, Boundary adjustment with/without a Certificate of Compliance, Final landscape plan, projects within MSCP, a minor subdivision that is in an urban area and can qualify for the Minor Land Divisions Exemption (see CEQA Section 15315).
- Develop Project Description
- Review project for applicability of/compliance with Ordinances
- Conduct a field visit if necessary to determine exemption applicability
- Complete Environmental Review – Review research packet and GIS data. Determine appropriate exemption. Coordinate with DPW/DPR/DEH to ensure there are no outstanding issues that should postpone the determination. If project qualifies for exemption, proceed to Task 040.
- If the project does not qualify for an exemption, notify applicant, request AEIS and appropriate deposit.
- If the project has a possible environmentally-related ordinance conflict, complete Scoping Letter and take project to the Director's briefing or the Development Review Team (DRT).

#### **Task 040 – Finalize CEQA Documentation**

- For CEQA exemptions, prepare the Notice of Exemption Form and the Application Amendment Form/Fee Request Letter
- Complete Management Review of the documents
- Finalize the Project – Proceed to the 090, 092, or 100 task to attend Hearing or complete a Director's Decision.
- Close the project file and Proceed to the 101-102 case closure procedures.